

VAAGDEVI COLLEGE OF ENGINEERING

Autonomous

Bollikunta, Warangal-506 005, Telangana State, India

SPONSORED BY

VISWAMBHARA EDUCATIONAL SOCIETY

ACADEMIC RULES AND REGULATIONS (R18)

FOR TWO YEAR M.B.A PROGRAMME

under

Choice Based Credit System (CBCS)

with effect from academic year 2018-19



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VAAGDEVI COLLEGE OF ENGINEERING
(AUTONOMOUS)

Bollikunta, Warangal – 506 005. T.S.

**Academic Regulations-2018 of MBA (Regular) Programme under
Choice Based Credit System (CBCS)**

Effective for the students admitted into Ist year from the academic year 2018-19 onwards

For pursuing Two-year PG program of study in Master of Business Administration (MBA) offered by **Vaagdevi College of Engineering** an Autonomous status and herein after referred to as VCE

1. Applicability

All the rules specified herein after and approved by the Academic Council shall be in force and applicable to the students admitted from the academic year 2018-2019 onwards. Any reference to “college” in these rules and regulations stands for-**Vaagdevi College of Engineering**.

2. Extent

All the rules and regulations, specified herein after shall be read as a whole for the purpose of interpretation and as and when a doubt arises, the interpretation of the Chairman, Academic Council is final. As per the requirements of statutory bodies, The Principal, Vaagdevi College of Engineering shall be the Chairman, College Academic Council.

3. Program Offered

Vaagdevi College of Engineering, an autonomous college affiliated to JNTUH, offers Master of Business Administration (MBA) program of study leading to the award of MBA post-graduate degree under the autonomous scheme.

4. Admission: MBA Program

4.1 Eligibility-Admission to the MBA degree program shall be made subject to the eligibility, qualifications and specialization prescribed by State Council of Higher Education, Government of Telangana.

Admissions shall be made based on the rank secured in ICET examination conducted by State Council for Higher Education, Government of Telangana for allotment of a seat by the Convener, ICET subject to reservations prescribed by the University or policies framed by the Government of Telangana from time to time.

4.2 Admission Procedure- Admissions are made into the first year of two year MBA program as per the stipulations of State Council of Higher Education, Government of Telangana.

- i) Category - A seats are filled by the Convener, ICET.
- ii) Category - B seats are filled by the Management.

5. Duration of the Program

- 5.1 **Normal Duration** - MBA program extends over a period of two academic years leading to the Post-Graduate Degree of Master of Business Administration (MBA) of Vaagdevi College of Engineering (Autonomous), Warangal.
- 5.2 **Maximum Duration** -The maximum period within which a student must complete a full-time academic program is 4 years for MBA. If a student fails to complete the academic program within the maximum duration as specified above, he / she will be required to withdraw from the program.
- 5.3 After four academic years of course work, the candidate is permitted to write the examinations for two more years, with the approval of College Academic Council. The candidate shall register for all credits and secure all the credits.

6. Course Registration

- 6.1 A 'Faculty Advisor or Counselor' shall be assigned to each student, who will advise him on its Course Structure and Curriculum, Choice/Option for Subjects/Courses, based on his competence, progress, pre-requisites and interest.
- 6.2 Academic Section of the College invites 'Registration Forms' from students within 15days from the commencement of class work through ensuring 'DATE and TIME Stamping'. The Registration for any 'CURRENT SEMESTER' shall be completed BEFORE the commencement of SEEs (Semester End Examinations) of the 'PRECEDING SEMESTER'.
- 6.3 A Student can apply Registration, ONLY AFTER obtaining the 'WRITTEN APPROVAL' from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of Department (a copy of it being retained with Head of Department, Faculty Advisor and the Student).
- 6.4 If the student submits ambiguous choices or multiple options or erroneous entries during Registration for the Subjects(s)/Course(s) under a given/specified Course Group/Category as listed in the Course Structure, only the first mentioned Subject/Course in that Category will be taken into consideration.
- 6.5 Subject/ Course Options exercised through Registration are final and CANNOT be changed, nor can they be inter-changed; further, alternate choices will also not be considered. However, if the Subject/ Course that has already been listed for Registration (by the Head of Department) in a Semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice-either for a new subject or for another existing subject if the seats are available. Such alternate arrangements will be made by the Head of Department, with due notification and time-framed schedule, within the FIRST WEEK from the commencement of Class-work for that Semester.

7. **Semester Structure:** The College shall follow semester pattern for the two year MBA degree program for conducting all its curricula. An academic year shall consist of two semesters with semester break after first and second and summer break after second semester. Each semester shall have a minimum of 90 working days.

8. **Semester System and Choice Based Credit System**

As per the recommendation by the UGC, semester system and choice based credit system (CBCS) is followed. The choice based credit system provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

9. **Examinations and Assessment - The Grading System**

9.1 Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practicals, or Seminar, or Project, etc., based on the % of marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 7 above, and a corresponding Letter Grade shall be given.

9.2 As a measure of the student’s performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

% of Marks Secured in a subject/Course (Class Intervals)	Letter Grade (UGC Guidelines)	Grade Points
90% and above (90% , ≤ 100%)	O (Outstanding)	10
Below 90% but not less than 80% (80% , <90%)	A ⁺ (Excellent)	9
Below 80% but not less than 70% (70% , <80%)	A (Very Good)	8
Below 70% but not less than 60% (60% , <70%)	B ⁺ (Good)	7
Below 60% but not less than 50% (50% , <60%)	B (above Average)	6
Below 50% (< 50%)	F (FAIL)	0
Absent	Ab	0

9.3 A student obtaining F Grade in any Subject is deemed to have ‘failed’ and is required to reappear as ‘Supplementary Candidate’ for the Semester End Examination (SEE), as and when conducted. In such cases, his Internal Marks (CIE Marks) in those subjects will remain as obtained earlier.

9.4 If a student has not appeared for the examinations, ‘Ab’ Grade will be allocated to him for any subject and shall be considered ‘failed’ and will be required to reappear as ‘Supplementary Candidate’ for the Semester End Examination (SEE), as and when conducted.

9.5 A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.

9.6 In general, a student shall not be permitted to repeat any Subject/ Course (s) only for the sake of 'Grade Improvement' or 'SGPA/ CGPA Improvement'. However a student can write for improvement of the performance (grade improvement)write as specifically needed with the approval of the academic council of the college.

9.7 A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him in that Subject/ Course. The corresponding 'Credit Points' (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/ Course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits} \dots \text{For a Course}$$

9.8 The student passes the Subject/ Course only when he gets **GP 6 (B Grade or above)**.

9.9 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points (CP) secured from ALL Subjects/ Courses registered in a Semester, by the Total Number of Credits registered during that Semester. SGPA is rounded off to TWO Decimal Places. SGPA is thus computed as

$$\text{SGPA} = \left\{ \sum_{i=1}^N \text{GP}_i \times \text{C}_i \right\} / \left\{ \sum_{i=1}^N \text{C}_i \right\} \dots \text{For each Semester,}$$

where 'i' is the Subject indicator index (taking into account all Subjects in a Semester), 'N' is the no. of Subjects 'REGISTERED' for the Semester (as specifically required and listed under the Course Structure of the parent Department), C is the no. of Credits allotted to the ith Subject, and G represents the Grade Points (GP) corresponding to the Letter Grade awarded for that ith Subject.

9.10 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the I Year Second Semester onwards, at the end of each Semester, as per the formula

$$\text{CGPA} = \left\{ \sum_{j=1}^M \text{GP}_j \times \text{C}_j \right\} / \left\{ \sum_{j=1}^M \text{C}_j \right\} \dots \text{for all S Semesters registered (ie., upto and inclusive of S Semesters, S } \geq 2),$$

where 'M' is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has 'REGISTERED' for from the 1st Semester onwards upto and inclusive of the Semester S (obviously M > N), 'j' is the Subject indicator index (taking into account all Subjects from 1 to S Semesters), C is the no. of Credits allotted to the jth Subject, and G represents the Grade Points (GP) corresponding to the Letter Grade awarded for that jth Subject. After registration and completion of I Year I Semester however, the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

10. Attendance Requirements to appear for the semester-end examination

- 10.1.** A student shall be eligible to appear for semester-end examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.
- 10.2.** Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.
- 10.3.** Shortage of attendance below 65% in aggregate shall in no case be condoned.
- 10.4.** Students whose shortage of attendance is not condoned in any semester are not eligible to take their semester-end examination of that class and their registration shall stand cancelled.
- 10.5.** A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the current semester. The student may seek readmission for the semester when offered next. He/she will not be allowed to register for the subjects of the semester while he/she is in detention. A student detained due to shortage of attendance, will have to repeat that semester when offered next.
- 10.6.** A stipulated fee shall be payable towards condonation of shortage of attendance to the College.
- 10.7.** Attendance may also be condoned as per the recommendations of Academic Council for those who participate in prestigious sports, co-curricular and extra-curricular activities (NCC and NSS) provided as per the norms Govt. of Telangana in vogue.

11. Method of Evaluation-The performance of the candidate in each semester shall be evaluated subject-wise for a maximum of 100 marks for each theory subject, 100 marks for each laboratory course 100 marks for comprehensive viva-voce and 100 marks project viva voce.

11.1 Theory -The performance of the candidate in each theory subject shall be evaluated for a maximum of 100 marks. The internal evaluation shall be for a maximum of 40 marks and the end semester evaluation shall be for a maximum of 60 marks.

11.1.1. Internal Evaluation -Internal Evaluation shall be made by the concerned faculty on the basis of the best of the marks secured in the two Mid-Term Examinations conducted one in the middle of the Semester and the other immediately after the completion of instruction. Each mid term examination shall be conducted for a total duration of 120 minutes. The structure of Internal Test Paper includes Part A as compulsory question (16 marks) which consists of

four sub questions and carries four marks each and Part B (24 Marks) with Three questions to be answered out of five questions and each question is for 8 marks. If any candidate is absent from any test of a mid-term examination, test/s will be conducted again for him/her with a stipulated fee for each paper with the permission of Academic Council of the College.

- 11.1.2. End –Semester Evaluation-**The end semester examination will be conducted in each subject for a maximum of 60 marks and the question paper shall be set externally and there shall be single valuation for answer scripts. I & III semester answer scripts shall be valued externally and II & IV semester answer scripts shall be valued internally. The question paper shall consist of two parts. Part-A for 20 marks, and Part-B for 40 marks. Part-A is compulsory question consists of five questions one from each unit and carries four marks each. This question shall be labeled as Question-1. Part-B consists of five Questions (labeled as 2 to 6) and carries 8 marks each. Each of these questions shall be drawn from one unit and may contain sub-questions. For each question there will be an “either” “or” choice (two questions from each unit with internal choice shall be set).
- 11.2 Laboratory-**The performance of the candidate in lab course (IT, Soft Skills) shall be evaluated for a maximum of 100 marks and it carries 3 credits. The internal evaluation shall be for a maximum of 40 marks on the basis of day-to-day performance and the end semester evaluation shall be for a maximum of 60 marks. A candidate has to secure a minimum of 50 per cent of marks put together in internal and end-semester examination in order to be declared as successful. Internal evaluation shall be done by concerned faculty and end-semester examination shall be conducted by the internal examiner and external examiner approved by the Board of studies.
- 11.3 Comprehensive Viva-Voce -**The performance of the candidate at the end of the course shall be evaluated for a maximum of 100 marks and it carries 2 credits. The internal evaluation shall be for a maximum of 40 marks on the basis of day-to-day performance by two internal faculty members nominated by the Head of the Department and subjects viva-voce on I and II year subjects shall be for a maximum of 60 marks. A candidate has to secure a minimum of 50 per cent of marks both in internal and subjects viva-voce to be declared successful. Comprehensive subjects viva-voce examination will be conducted by an external examiner and one internal faculty member.
- 11.4 Internship and Seminar-** Each Student has to undergo summer internship for a period 30days for a field work/industry visit after second semester examinations. The students have to submit a brief report on the observations/ views on the field work/industry visit in the III semester and present in the seminar. It carries 100 marks and 2 credits and 40 marks for their day to day performance and 60 Marks for seminar.
- 11.5** A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40 per cent of marks in the End semester Examination and a minimum aggregate of 50 per cent of the total marks in the End Semester Examination and Internal Evaluation taken together.

- 11.6** In case the candidate does not secure the minimum academic requirement in any subject, he/she has to write the End semester Examination again in that subject. A candidate shall be given one chance to re-register for each subject if the internal marks secured by him/her are less than 50 per cent and so failed in the end examination.

12. Project Work

- 12.1** Every candidate shall be required to submit dissertation on a topic approved by the Project Review Committee. A Project Review Committee (PRC) shall be constituted with the Head of the Department and two other senior faculty members. The candidate has initiate the project work during the summer vacation after second semester examinations
- 12.2** After satisfying rules a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his/her proposed project work to the Head of the Department for its approval. Only after obtaining the approval, the student can initiate the Project work.
- 12.3** A candidate is permitted to submit his/her dissertation only after the successful completion of theory and laboratory courses with the approval of PRC. For the approval of PRC the candidate shall submit the draft copy of the dissertation the thesis to the Head of the Department in fourth semester.
- 12.4** Three copies of the dissertation certified by the supervisor shall be submitted to the Department.
- 12.5** The dissertation shall be adjudicated by an Examiner approved by the Board of Studies.
- 12.6** If the report of the examiner is not favorable, the candidate shall revise and resubmit the dissertation within the time frame as prescribed by PRC. If the report of the examiner is un-favorable again, the thesis shall be summarily rejected.
- 12.7** If the report of the examiner is favorable, the Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner (external) who adjudicated the dissertation.
- 12.8** The marks for project viva-voce shall be 40 and for project report evaluation 60 marks and total credits for project report and viva-voce are 4 credits.
- 12.9** If the performance of the candidate in the Viva-Voce is unsatisfactory, the candidate will retake the Viva-Voce examination after three months. If he/she fails to get a satisfactory report at the second Viva- Voce examination also, he/she will not be eligible for the award of the degree.

- 13. Supplementary Examination-**Supplementary semester examinations shall be conducted along with the regular examinations for those who appeared and failed in regular examinations, such candidates write supplementary examinations may have to write more than one examination per day.

14. Transitory Regulations

- 14.1** Discontinued, detained, or failed candidates are eligible for admission to two earlier or equivalent subjects at a time as and when offered.
- 14.2** The candidate who fails in any subject will be given two chances to pass the same subject otherwise; he/she has to identify an equivalent subject as per academic new regulations from time to time.

15. Award of Class

After a student has satisfied the required prescribed for the completion of the programme and is eligible for the award of M.B.A. Degree, he shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First Class with Distinction	≥ 7.75
First Class	$6.75 \leq \text{CGPA} < 7.75$
Second Class	$6.00 \leq \text{CGPA} < 6.75$

16. Termination from the Program

The admission of a student to the program may be terminated and the student is asked to leave the college in the following circumstances

- a. The student fails to satisfy the requirements of the program within the Maximum period stipulated for that program.
- b. The student fails to satisfy the norms of discipline specified by the institute from time to time.

Note: *The College may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the date notified by the College.*

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper Conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that

		semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with For feature of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-incharge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the

		candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	
